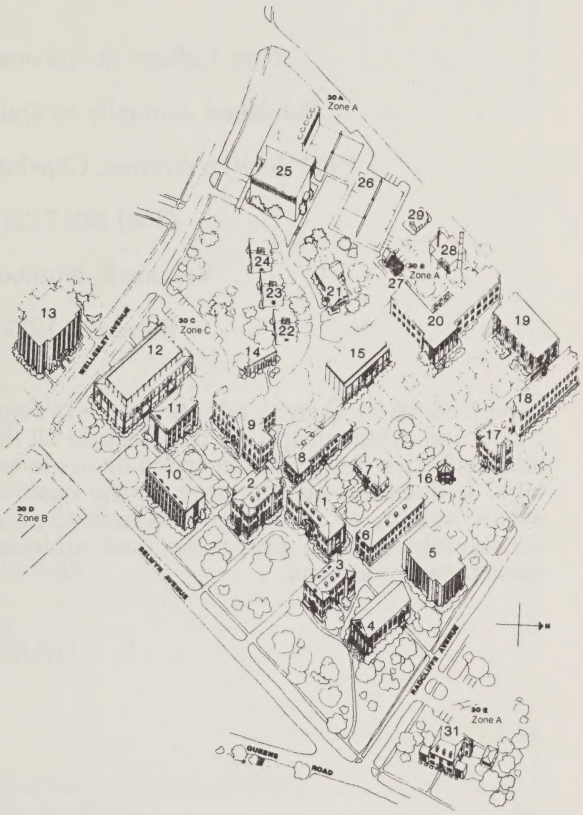
CATALOG
1983-1984

# New College at Queens

# Queens College

## Legend for Queens College Campus Map

1. Burwell Hall
   (Administrative Offices)
2. McEwen Building
   (New College & Graduate School
   Offices and Classrooms)
3. Jernigan Student Center
   (Career Center)
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Blair Union
   (Early Learning Center)
8. Watkins Hall
9. Morrison Hall
   (Dining Room-College Bookstore)
10. Walker Science Building
11. Dana Classroom Building
12. E.H. Little Fine Arts Center
13. Bamhardt Center
14. Laura Tillett Building
15. Everett Library
16. Gazebo
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin-McKay Infirmary
22. Chi Omega Sorority Lodge
23. Phi Mu Sorority Lodge
    The Web
24. Alpha Delta Pi Sorority Lodge
    Kappa Delta Sorority Lodge
25. Ovens Gymnasium
26. Tennis Courts
27. Greenhouse
28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Center



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New College at Queens admits students regardless of race, color, sex, national and ethnic origin, or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the college. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or handicap in administration of its educational policies, scholarship or loan programs, and athletic and other New College administered programs.

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# NEW COLLEGE CALENDAR 1983-1984

## TERM 1 1983

| | |
|---|---|
| Monday, August 29 | Registration |
| Tuesday, August 30 | Classes Begin |
| Tuesday, September 13 | Opening Convocation and Reception |
| Monday, October 17 | Midterm |
| Monday, October 24 | Last Day to Withdraw with a 'W' |
| Sunday, November 20 | Classes End, Thanksgiving Break |
| Monday, November 28 | Classes Resume |
| Monday, December 5 | Classes End |
| Tuesday, December 6 | Exams Begin |
| Monday, December 12 | Exams End |

## JANUARY TERM, 1984

| | |
|---|---|
| Tuesday, January 3 | Registration: Classes Begin |
| Saturday, January 28 | Classes End |

## TERM II 1984

| | |
|---|---|
| Monday, January 30 | Registration |
| Tuesday, January 31 | Classes Begin |
| Wednesday, March 14 | Midterm |
| Wednesday, March 21 | Last Day to Withdraw with a 'W' |
| Sunday, April 1 | Spring Recess Begins |
| Sunday, April 8 | Classes Resume |
| Monday, May 7 | Classes End |
| Tuesday, May 8 | Exams Begin |
| Monday, May 14 | Exams End |
| Friday, May 18 | Baccalaureate |
| Saturday, May 19 | Graduation |

## SUMMER TERM 1984

| | |
|---|---|
| Summer Session I | May 23-July 3 |
| Summer Session II | July 5-August 15 |
| Summer Session III | May 23-August 15 |

# COLLEGE/ STUDENT SERVICES

## The College

Queens College, private and Presbyterian, is a diversified academic community serving a variety of learners, both men and women, of all ages.

Basic components of the academic community are Queens College of Arts and Sciences for women, New College at Queens, and the Graduate School at Queens. In addition to these, Queens College offers coursework through the Institute for Lifelong Learning for those who seek education and enrichment outside the context of formal degree programs.

Queens College is accredited by the Southern Association of Colleges and Schools and the National Association of Schools of Music. Queens College is also approved for veterans' education.

Queens College is a member of the Southern Business Administration Association and the American Assembly of Collegiate Schools of Business.

## History of Queens College

Queens was founded in 1857 as the Charlotte Female Institute. Upon affiliation with the Presbyterian Synod of North Carolina in 1896 it was known as the Presbyterian College for Women. In 1914, the move was made to the present campus in Myers Park and it became Queens College. Through the merger with Chicora College in Columbia, South Carolina, in 1930, Queens became related to the Presbyterian Synod of South Carolina. With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas.

The Board of Trustees holds title to the property of the college and is responsible for Queens' total program. The 34-member board—composed of business, professional, religious, and alumnae leaders—is elected by the Synod of North Carolina (10 members), the Synod of the Southeast (8), trustees (12), and the Queens College Alumnae Association (4).

## The New College

The New College at Queens was authorized by the Board of Trustees on April 30, 1979. The New College is coeducational and offers a Bachelor of Arts degree with majors available in Business Administration, English, and Psychology: a Bachelor of Science degree with majors available in Computer Science and Radiologic Technology; a Bachelor of Business Administration degree; and a Bachelor of General Studies degree. The New College also offers a certificate in Business Information Systems. A New College student with full-time work responsibilities may obtain a bachelor's degree in four and one-half to five years.

## Administrative Offices

The Office of the Dean of the New College and other New College Administrative Offices are located on the first floor of the McEwen Building.

## Statement of Philosophy and Purpose of New College

New College at Queens offers undergraduate liberal arts degrees and professional programs for men and women of the community. New College is firmly grounded in the liberal arts tradition, emphasizing the joy of learning within a framework of continuing personal and intellectual development. The curriculum is designed to enhance personal and professional goals.

## Honor Code

The Honor code is one of the cherished possessions of Queens College and is of fundamental importance in the educational experience.

The Honor Code regulates all phases of college life and is binding on all members of the community.

The Code is based on three basic principles: (1) truthfulness at all times; (2) respect for the property of others; (3) honesty in tests, examinations, term papers and all other academic assignments.

## Convocation

The New College convocation is held during the first month of the Fall semester. This important event is designed to foster a spirit of unity, fellowship and community among the New College students, faculty, administration, and Board of Trustees.

## Student Government Association

The New College Student Government, organized in 1981, is the formal means for student involvement in the operations and activities of the New College. Each year officers are elected by the New College student body and serve as liaisons between students, faculty and administration, and as representatives of the New College student body as necessary.

## Library

Currently enrolled New College students have access to Everett Library. Information about library use by New College students can be obtained from the main desk in Everett Library.

The library collection consists of over 88,000 catalogued volumes and 550 current periodicals. There are 18,000 bound volumes of periodicals and 30,000 reels of microfilm. In addition to its books and periodicals, the library is a partial depository for United States government documents. Audio visual equipment and catalogs for ordering films are available in the Media Center.

During the main academic sessions the library is open from 8:00 a.m. to 11:00 p.m., Monday through Thursday; 8:00 a.m. to 9:00 p.m. on Friday; 10:00 a.m. to 5:00 p.m. on Saturday and 2:00 p.m. to 11:00 p.m. on Sunday. The operation schedules for January and Summer sessions are reduced.

## Computer Services

The Queens College Computing Center is located in Walker Science Building.

Queens has a computer center with an on campus DEC VAX 22/750 central computer and several microcomputers manufactured by DEC, IBM, and Apple Corp. The central computer is equipped with 130 million characters of online disk storage, ten terminals, and a 600 line per minute printer. Queens is a subscriber to the North Carolina

Educational Computing Service (NCECS), and thereby has remote access to the Triangle Universities Computation Center (TUCC) at Research Triangle Park, N.C. Hardware at TUCC includes an IBM 3081, as well as two Hewlett-Packard 2000 interactive computers. NCECS and TUCC support an extensive selection of software.

The Computing Center Director is Dr. Richard Ault whose office is in 312 Walker Science Building, extension 382 or 303.

### Queens Career Center

The Queens Career Center provides various personal and group services to Queens students and to members of the community. The center offers individual and group career/life planning services. Fees are set at $100.00 for individual counseling and testing,and $150.00 for individual counseling, testing, and full use of all Career Center resources and services.

Currently enrolled students are encouraged to utilize the library resources in the Career Center at no charge.

The Queens Career Center is located on the second floor of Jernigan Student Center with staff offices and an extensive Career Library. The center is open from 8:30 to 5:00 daily, Monday through Friday.

### Bookstore

The Queens College Bookstore, operated by SAGA Food Services, is located in the basement of Morrison Hall and may be entered from a door on the Selwyn Avenue side of the building. Regular bookstore hours are 10:00 a.m. to 5:30 p.m., Monday through Thursday, and 10:00 a.m. to 3:30 p.m. on Friday. The bookstore's hours will be extended during registration and the first week of classes each term in order to serve New College students.

### Dining Hall

Morrison Dining Hall is open from 4:30 p.m. to 5:45 p.m. for dinner. There is a dinner ticket program that currently enrolled New College students may use. A ten-ticket packet may be purchased for $30.00, tax included, from the Saga Office in Morrison Dining Hall, and used for any dinner during the semester except Wednesday night family style. A single ticket may be purchased at the door for $3.25.

Other facilities available for New College students include the Snack Bar located in the Jernigan Student Center, which operates Monday through Thursday from 5 p.m. to 10 p.m. Vending machines for student use are located in the basement of McEwen Building and the first floor of the Jernigan Student Center.

### Parking

Students may not park on the Queens College campus without registering their cars with the Office of Public Safety (Stultz Building) and purchasing a parking permit. Registration of vehicles should be done at registration or within 48 hours of the first class of the semester. Students without decals are to park on the streets that form the boundary for the Queens College campus: Selwyn, Wellesley, Radcliffe, and Stanford Avenues.

The gravel lot behind Myers Park Traditional School, off Wellesley Avenue, is also available for student parking, with or without a permit, after 5:00 p.m. Monday through Friday.

A student parking permit is valid for one academic year, costs $5.00 and allows the student to park in assigned lots and unrestricted zones during the times indicated in the Queens College Parking Rules and Regulations.

## Housing

Accepted New College and Graduate School female students may live on campus in Albright Hall as part of the Live, Work and Study Program. The monthly charge is $181.25 for a furnished private room or $153.75 for a furnished shared room. A kitchen is provided on the hall with meal plans available in the Dining Hall. For further information contact Mrs. Katie Wireman, Assistant Director of Admissions.

# ADMISSIONS/ TUITION AND FEES/ FINANCIAL AID

## Admissions

The New College at Queens does not discriminate on the basis of race, creed, color, sex, age, national or ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship and loan programs.

### Admissions Requirements

New College admissions policy is designed to select students of outstanding promise. We consider each applicant on the basis of his or her individual achievements, merits and potential for academic success. Admissions requirements include:

1. High school diploma or equivalent

2. Transcripts from secondary schools and all colleges attended

3. SAT or ACT scores if either test has been taken

4. Two letters of recommendation

5. Completed application form with $15.00 non-refundable fee

If you need more information about requirements for graduation or transfer credit, please call the Admissions Office and a New College counselor will be glad to schedule an appointment to discuss this with you.

### For Transfers

New College welcomes transfer students from other colleges and universities. Applicants must request their own transcripts from each institution attended to be forwarded to the Office of Admissions. For courses completed at other accredited institutions credit usually will be transferred if the grade earned is C or better. Courses transferred from two-year institutions are classified as either 100- or 200-level courses.

### For Readmissions

A degree candidate who has withdrawn in good standing and who wishes to return to New College may apply for readmission to the Office of Admissions. Transcripts of all work attempted at other institutions must be sent by those institutions to the Office of Admissions.

### For Special Students

Students who are not candidates for degrees who wish to enroll for credit may apply as special students. Generally, special students who do not hold a bachelor's degree are limited to a cumulative total of 15 credit hours. Permission to exceed 15 hours must be obtained from the Dean of New College. Anyone holding a bachelor's degree is allowed the privilege of unlimited credit. Special students must maintain a C average to continue their enrollment.

### For Advanced Standing

New College awards credit and advanced placement to students who score satisfactorily on approved subject level tests of the College Level Examination Program (CLEP). Credit will not be granted if it duplicates credit already earned. Neither grades nor quality points will be awarded, nor may CLEP credits satisfy the final 30 hours re-

quired for graduation from New College. Students who wish further information about CLEP should contact the Director of the Career Center.

### High School Dual Enrollment

Any student who is a junior or senior in a Charlotte-Mecklenburg area secondary school may enroll for courses at New College during any term when recommended by the secondary school. Credit earned under the dual enrollment program may be used at New College or another institution as college credit when the student enrolls as a degree candidate.

### International Students

New College welcomes international students. Candidates must provide the Office of Admissions with a completed college application for admission accompanied by the payment of a $15 filing fee. Applicants must request their own transcripts from each institution attended to be forwarded to the Office of Admissions. Transcripts must be translated into English by an official at the high school or college issuing the transcript. It is recommended that international students take the Scholastic Aptitude Test (SAT). Any student for whom English is not the first language must satisfactorily complete the Test of English as a Foreign Language (TOEFL) and have the score sent to the Office of Admissions.

### For Campus Visits

Students seeking information about the New College are encouraged to visit the campus and Admissions Office. The Admissions Office is open from 8:30 a.m. to 5:00 p.m. on weekdays throughout the year. Appointments for evenings or Saturdays may be made by calling the Admissions Office during regular hours. The Admissions Office is located on the second floor of Burwell Hall.

### In Summary

While there are no deadlines for applications, prospective students should apply for admission as early as possible. Application forms should be obtained from the office of admissions and should be returned with a non-refundable $15 application fee. Special students submit a $5 non-refundable application fee. It is the student's responsibility to request that his or her transcripts and recommendations from the secondary school be sent to the Admissions Office. Transfer students must request transcripts from each college attended. The Admissions Office will act on an application as soon as all information and transcripts have been received. Accepted students are to mail a deposit of $50 within 30 days of notification of acceptance. This confirms the acceptance of the offer of admission to the New College at Queens. This deposit is applied toward tuition. It may be refunded if the Admissions Office is notified in writing at least 30 days prior to registration that the student no longer intends to enroll in the New College.

## Tuition and Fees

While the Board of Trustees and Administration of the college reserves the right to adjust the tuition schedules at Queens at any time, the following basic fees have been established for the New College for the fiscal year 1983-84.

| | |
|---|---|
| Tuition-per credit hour | $105.00 |
| Application fee (non-refundable | $15.00 |
| Registration fee (non-refundable) | $7.00 |
| Late registration fee (non-refundable) | $5.00 |
| Transcript fee (if necessary | $3.00 |
| Special student fee | $5.00 |
| Graduation (gown and diploma fee) | $50.00 |
| Parking Permit | $5.00 |
| Identification card replacement | $3.00 |

### Dual Enrollment (New College and College of Arts and Sciences)

Degree candidates in New College taking a total of 11 or less credit hours pay the per-course tuition of New College and the College of Arts and Sciences as applicable. Degree candidates in New College taking a total of 12 or more credit hours in the College of Arts and Sciences pay the College of Arts and Sciences' comprehensive fee of $2,300 per term.

### Regulations Regarding Payment

Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the catalog.

1. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations.

Continued class attendance is contingent upon maintaining good financial standing throughout the term.

2. Credits for financial aid are divided equally between the fall and spring terms.

3. No discount or scholarship award may be applied against the $50 deposit fee; that is, the initial deposit.

4. Diplomas, certificates, grades, and transcripts are granted only when the student's accounts have been paid in full.

### Deferred Payment

Queens College offers a Deferred Payment Plan for Term I, Term II, Summer Term I, Summer Term II and Summer Term III. The Deferred Payment Plan is not available for January Term. Only tuition, room, board and registration fees may be deferred. The 1% Deferred Payment Fee and any miscellaneous charges are to be paid in full when invoiced. The Term I payment may be made in four equal installments, payable at registration and on the 15th of September, October and November. The Term II payment may be made in four equal installments, payable at registration and on the 15th of February, March and April. The Summer Term I payment may be made in two equal installments payable at registration and June 18. The Summer Term II payment may be made in two equal installments payable at registration and July 30. The Summer Term III payment may be made in three equal installments payable at registration, June 25 and July 23.

There is an additional charge of 1% per month for charges deferred under the Queens College Deferred Payment Plan. Students electing this

form of payment will sign a Deferred Payment Form at registration.

### Company Assisted Tuition

If a student's company is paying all or part of the student's tuition, Queens College will defer that portion of tuition (excluding the $50.00 deposit) until the end of the term.

There is an additional charge of 1% per month for charges deferred under this plan. Students electing this form of payment will sign a Company Assisted Waiver form at registration.

### Withdrawal for Academic Ineligibility

A refund will be made in the case of a student determined academically ineligible to return by the undergraduate Student Qualifications Committee. Such decisions are made at the end of each term. Students who have made payments or who have a credit balance towards the next term will receive a refund.

### Withdrawal for Illness

Students who withdraw from the college during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the Dean of the New College.

### Withdrawal for Other Reasons

Students who withdraw from the college during the academic year on their own initiative will have tuition prorated as of the date of withdrawal as follows:

| | Term I | Term II |
|---|---|---|
| 25% charged if withdrawing by | 9-5-83 | 2-6-84 |
| 50% charged if withdrawing by | 9-12-83 | 2-13-84 |
| 75% charged if withdrawing by | 9-19-83 | 2-20-84 |

| | Summer Term I | Summer Term II | Summer Term III |
|---|---|---|---|
| 25% charged if withdrawing by | NA | NA | 5-30-84 |
| 50% charged if withdrawing by | 5-30-84 | 7-12-84 | 6-6-84 |
| 75% charged if withdrawing by | NA | NA | 6-13-84 |

There will be no prorating of tuition or fees in January Term after registration. Special fees are not subject to proration.

Students who feel that individual circumstances warrant exception from the above-stated policy may appeal in writing to the Dean of New College.

Students suspended by the college will be subject to tuition proration according to the above schedule.

### Withdrawal Involving Financial Aid

If the Business Office determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportionate part of the total refund must be returned to the Title IV Financial Aid Accounts and may be returned to other financial aid accounts, if necessary.

Amount to be returned will be determined as follows:

1. Title IV Aid = x/y
Total Aid Package

2. This fraction (x/y) will be applied to the total refund due.

3. The resulting amount is the amount of the Title IV Funds to be returned to Title IV Programs.

Queens' policy will be to distribute this total amount of funds to Title IV Programs in the following order, in no case exceeding the total amount originally awarded from that fund:

(1) SEOG
(2) NDSL
(3) Pell Grant
(4) Other Programs

## Financial Aid

The New College at Queens makes every effort to meet the demonstrated need of students. Students must be enrolled half-time (six credit hours) at Queens in order to be eligible for any financial assistance. Although students who are employed may not qualify for grant assistance on the basis of need, the Student Aid Office will seek to determine sources of loan assistance whenever possible.

1. *Karl and Anna Ginter Fellowships* are full tuition awards available to degree candidates enrolled in the New College. Ginter Awards are made on the basis of academic promise, personal achievement, and outstanding character. Fellowship recipients must take a minimum of 12 credit hours per year (including summer) and must maintain a cumulative grade point average of 3.0. Students should file an application (available through Admissions or Financial Aid) 30 days prior to fall term.

2. *Pell (BEOG) Grants* are available to eligible undergraduate students on the basis of financial need. The amounts of these grants per academic year are still pending federal legislation. In 1982-83, they ranged from $135-$1,800 per academic year. A student may submit the Student Aid Report to the Office of Financial Aid at Queens to determine the amount for which she or he is eligible. A signed copy of the 1982 income tax return may be required for documentation before the awarding of a Pell grant.

3. *Supplemental Educational Opportunity Grants (SEOG)* are available on an annual basis to undergraduate students demonstrating need. These grants range from $200 to $2,000 and may be renewed from year to year depending on need.

4. *The College Work Study Program (CWSP)* assists qualified students to meed educational expenses through employment on campus during the academic year at a specified hourly rate. Eligibility for this program depends upon financial need.

5. *The National Direct Student Loan (NDSL)* program permit students with established need to borrow as much as $3,000 during their first two years of enrollment, and up to a total of $6,000 during the undergraduate programs. These loans bear a 5% annual interest rate during repayment. Repayment begins six months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be canceled.

The amount of funds available under federal programs (PELL, SEOG, CWSP, NDSL) is determined annually by the U.S. Department of Educa-

tion. Students' awards vary, depending upon financial need and availability of funds.

### Other Programs (State)

1. The North Carolina Insured Student Loan Program permits state residents enrolled as full-time dependent students to borrow through the College Foundation, Inc. as much as $2,500 per academic year, for an aggregate of $12,500 for undergraduate study, at 9% annual interest. All students who have an adjusted gross income above $30,000 are required to submit to a needs test in order to determine elibility.

2. North Carolina Legislative Tuition Grants (NCLTG's) in the amount of $650.00 per academic year are available to North Carolina residents pursuing their first bachelor's degree and enrolled for 12 credit hours per semester.

### Tuition Remission-Ministerial

Tuition remission is available to any student who is the dependent or spouse of an active Presbyterian minister. Dependents of active ministers of the Presbyterian Church, U.S.A. Synods of North Carolina and the Southeast, will receive a 20% tuition remission. Dependents of active ministers in all other Synods of the Presbyterian Church, U.S.A., will receive a 15% tuition remission.

### To Apply

To apply for financial assistance, students must have been admitted to New College as degree candidates and must complete and submit two application forms:

1. The Queens College Application for Financial Aid, to be submitted to the Director of Student Aid, Queens College, Charlotte, North Carolina 28274.

2. The Financial Aid Form (FAF), to be submitted to the College Scholarship Service, Box 2700, Princeton, New Jersey 08541. The student should list Queens College, Charlotte, N.C., CSS code 5560, as the institution to receive the report.

All forms are available from Queens' Office of Student Aid, located on the second floor of Burwell Hall. Applications for financial aid should be submitted by entering students as soon as possible. Notification of action by the college will be sent after Queens receives an evaluation of the applicant's need from the College Scholarship Service.

3. A copy of their 1982 Income Tax Return may be required for verification purposes.

### Financial Aid Policies

Most financial aid programs are renewable throughout undergraduate years if the recipient demonstrates satisfactory progress toward graduation, but renewal of aid is not automatic. Students must reapply to the Financial Aid Office for assistance each year. The amount offered in grants, loans, and work-study funds also may vary from year to year.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after Queens' program has been offered. All federal and state programs are subject to congressional and legislative change.

# Academic Regulations

### Registration

Students are expected to register at the time specified for each term.

Registration after the scheduled time costs an additional $5. No registrations are permitted after the first full week of classes.

### Drop and Add

The drop and add period is limited to the first week of class. A student must obtain permission from the Dean of the New College to drop a class. If a class is added in its place, no extra charge will be incurred.

A course may be dropped at no charge only prior to the first class meeting. After the first class has met, the student must withdraw from the course. A full refund of tuition cannot be made after a class has begun.

### Withdrawal From A Course

Withdrawal from a course is a different process from that of dropping a course (described above). After the first class in a course has met, a student must obtain permission from the Dean of New College to withdraw from the course and receive a grade of WP or WF.

The deadline for withdrawing from a course is one calendar week after the mid-point in any regular term.

### Withdrawal from New College

A student wishing to withdraw from the College before the end of the term must notify the Dean of New College in writing in order to maintain a good standing. Appropriate Withdrawal forms are available in the New College Office. Upon withdrawal from the College all grades in progress will be recorded as either WP or WF. If a student simply stops attending classes and does not notify the Dean of New College before the end of the term all grades will be recorded as F.

After failing to enroll for two consecutive major (Fall/Spring) terms, a student will be automatically withdrawn from the College and must reapply through the Admissions Office in order to return, unless an extension is requested in writing from the Dean of New College.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

### Transferred Credits

At the time of admission to the College courses taken previously at other schools will be evaluated by the Registrar who will determine the number of credit hours which will transfer toward a New College degree. After a student has been admitted to New College, he or she must request prior approval from the Dean of New College and the appropriate department head for any course which the student wishes to take at another school and transfer back to New College. Courses taken without prior approval will not be accepted for credit.

Every degree candidate must complete at least 60 hours of his or her academic program at New College, however, students who have not earned a bachelor's degree but who have earned more than 60 hours at the undergraduate level may apply through the Dean of New College to the Student Qualifications Commit-

tee for a possible reduction of the 60-hour residency requirement.

For students who already hold a bachelor's degree from an accredited institution, the 60 hour residency requirement may be reduced to 30 hours pending the Registrar's evaluation and approval of the Dean of the New College.

The last 30 hours (equivalent to the senior year) must be taken at New College. Students who wish to take a portion of their last 30 hours at another school must request permission in writing from the Dean of New College.

### Term Load

The academic year for the New College consists of a Fall Term from late August to December; a January Term: and a Spring Term from late January to May. A student who is employed full time may not take more than eleven academic credit hours without the written permission of the Dean of the New College.

### Summer Term

The New College offers a summer term consisting of two six-week sessions and a twelve-week session held from the end of May through August.

### Grades and Quality Points

Graduation requirements are based on both quantity and quality of the student's work. New College uses the following system of grades and quality-point value per credit hour.

| *Grade* | *Interpretation* | *Quality-Point Value* |
|---|---|---|
| A | Superior | 4.0 |
| B+ | Very Good | 3.5 |
| B | Good | 3.0 |
| C+ | Very Satisfactory | 2.5 |
| C | Satisfactory | 2.0 |
| D | Poor | 1.0 |
| F | Failing | 0 |
| P | Pass with a C or better | (0) |
| N/R | No Record | (0) |
| WP | Withdrew with a D or better | No effect on quality points. |
| WF | Withdrew failing | No effect on quality points. |
| I | Incomplete | May become A to F upon completion. |

A grade of I automatically becomes F if the student fails to make up incomplete work satisfactorily. A grade of I incurred during the Fall or January term must be removed by the end of the first two weeks of the following Spring term. An I incurred during the Spring term or Summer term must be removed by the end of the first two weeks of the following Fall term.

A student may request an extension of this period not to exceed the end of the immediately following semester. Permission is granted at the discretion of the instructor and must be filed in the Registrar's office.

Grade reports are sent at the end of each term. Mid-year reports may be issued in Terms I and II to indicate special difficulties in course work. Only final term grades are permanently recorded.

A student who has received an F for a course may repeat that course; the F will remain on the student's record in that case, but only the second grade for the course will be figured into the student's cumulative quality point average.

A student who has received a D for a course may repeat that course; the new grade will be shown on the student's transcript, however, credit and quality points will be given for the original grade only.

Note: These are the only cases in which a student may register to enroll in the same course twice unless the course is listed "May be repeated for credit."

### Pass/No Record

P/NR is a grading philosophy designed to encourage students to explore new areas. Courses selected by the student to fulfill the Distributed Requirements may be taken P/NR. P equals a grade of C or above; NR equals a grade of D or less. Courses taken for P/NR are not counted in the calculation of the student's quality point average.

Students may take up to a maximum of two courses a year on a P/NR basis, but may take no more than one course on a P/NR basis in any one term. The student must indicate when registering for the course that grading will be P/NR. Up to one week after the mid-point of the semester, however, the student may change the P/NR basis to a graded basis. Some courses specifically designated (for example, art studio, applied music) may not be taken P/NR. Unless a student obtains permission from the Dean of New College a course in the major department may not be taken on a P/NR basis. Students planning advanced academic work should be informed that *Pass* grades may be interpreted as C by graduate institutions and an inordinate number of such grades may be looked upon with disfavor by graduate admissions committees.

### Auditing Courses

With the written consent of the Dean of the New College and the course instructor, a student may audit a course. Audit courses receive no credit, but do appear on college transcripts. Students must designate audit courses at registration. Drop/Add and Withdrawal procedures apply to audit courses. Auditors are expected to attend classes regularly. Cost for auditing a New College class is the same as taking the course for credit ($105 per credit hour). Students who wish to audit a course must follow standard Admissions procedures.

### Attendance Policies

The college expects students to attend all class sessions. Specific attendance policies for each course are set by the individual faculty member. The faculty member announces at the beginning of each term the policy he or she intends to apply in each particular course.

### Examinations

The student's work is evaluated periodically. At the end of each term, evaluations—normally by written examinations—are made in all courses. Final written examinations are generally between two and three hours long. In 300 and 400 level courses the instructor may give the examination during the regularly scheduled time or ask for a take-out examination. The schedule for final examinations is established by the Registrar. Permission to change an examination schedule or to make up an examination must be granted by the Dean of New College.

### Student Rank

Students following a degree program and carrying the required term load are granted class rank according to their credit hours earned.

| Class Rank | Credit Hours |
|---|---|
| Freshman | 0-29 |
| Sophomore | 30-59 |
| Junior | 60-89 |
| Senior | 90-120 |

A *regular student* is one who is admitted as a degree candidate.

A *special student* is one who is admitted with a non-degree status and may enroll for a cumulative total of 15 credit hours. After completing 15 credit hours, a special student must apply for regular admission or receive special permission to continue. A student already holding a bachelor's degree may take an unlimited number of hours as a special student.

A *contract student,* a degree candidate at another institution, is enrolled for credit at Queens through arrangements with the institution which will ultimately grant the degree.

### Dean's List

Each Fall a New College Dean's List is compiled and published naming those New College degree candidates who qualified for the Dean's list during the previous academic year. The year begins in the summer and continues through Term I and January Term, and concludes with Term II.

Degree candidates who have no outstanding incompletes and who have completed a minimum of 12 hours on a graded basis during this time period with a cumulative quality point average of 3.50 or better are eligible for the New College Dean's List.

### Graduation

It is the responsibility of each degree candidate to file notice of intent to graduate with the Office of the Dean of the New College two academic terms prior to the anticipated completion of all degree requirements. Students who plan to graduate in December 1984 should file notice by December 1, 1983. Students who plan to graduate in May 1985 should file notice by May 31, 1984. Students who plan to graduate in August 1985 should file notice by August 31, 1984.

Forms are available in the New College Office.

### Graduation with Honors

The titles *summa cum laude, magna cum laude,* and *cum laude* are awarded by the college upon the recommendation of the Honors Committee and approval of the faculty. The title *summa cum laude* is awarded to students who have a grade point average of 3.850, and to students who have successfully completed an Honors Thesis and have a grade point average of 3.750; the title *magna cum laude* to students who have a grade point average of 3.650; and the title *cum laude* to students who have a grade point average of 3.500. A student must have completed at least half the required hours for graduation at Queens College to be eligible for graduation with honors. His or her grade point average will be determined by work taken at Queens College.

### Academic Standards

While New College makes every effort to encourage students and to assist those in difficulty, it is unfair to the student and to the college to retain anyone who fails to make reasonable progress.

### Eligibility to Continue

The faculty of Queens College determines the academic standards which are administered by the Student Qualifications Committee. This committee reviews each case of

academic difficulty at the end of each term and determines the student's eligibility status.

When students fail to make satisfactory progress according to the guidelines stated in the catalog, the Student Qualifications Committee places various stipulations to encourage the student to meet the minimum standards. If the student does not meet the stipulations set, he or she will be subject to dismissal from the college. All decisions regarding dismissal may be appealed to the President of the College. Following a full semester of absence from the college, a student may apply for readmission.

### Probation

A student who does not maintain satisfactory scholastic standing may be placed on academic probation. A student is automatically on academic probation if his or her cumulative quality points average is below the following values for class standing.

| Credit Hours | QPA |
|---|---|
| 0-29 | 1.800 |
| 30-59 | 1.900 |
| 60-89 | 2.000 |
| 90-120 | 2.000 |

Students on academic probation who receive the grade of incomplete (I) during Term I or Term II must complete the course work and receive a regular letter grade before the beginning of the following regular academic term (I or II).

A student on academic probation may petition The Dean of New College for exception from probation if the student has achieved a QPA of 2.500 or better for the previous Term I or II. The student who does not show improvement and fails to meet the scholastic standard may be asked to withdraw from the college.

### Records of Progress

Records of Progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students at the end of each scheduled term.

# THE ACADEMIC PROGRAM

## Academic Advising

In order to maximize the success of the student's educational experience, academic advising is available and encouraged for all New College students. The Coordinator for the New College is the primary advisor for all New College degree candidates. Students with special needs may be assigned a specific faculty advisor by the Dean of the New College.

It is the student's responsibility to schedule advising appointments with the Coordinator as often as necessary in order to plan course schedules for each term and to discuss current academic problems.

Though the college makes every effort to counsel the student in planning a program and selecting courses of study, the student is finally responsible for fulfilling all requirements for a degree.

## Degrees

The New College at Queens offers a Bachelor of Arts degree with majors available in Business Administration, English, and Psychology; a Bachelor of Business Administration degree; a Bachelor of General Studies degree; and a Bachelor of Science degree with majors in Computer Science and Radiologic Technology. The New College also offers a sequence of courses in computer science leading to a certificate in Business Information Systems.

## Degree Requirements

(1) A minimum of 120 credit hours in academic courses is required for a degree with a cumulative quality point average of 2.000 in all courses taken at New College and in all course work in the chosen field of concentration.

(2) A least 36 credit hours must be in courses of 300 level or higher.

(3) Every degree candidate must complete at least 60 hours of his or her academic program at New College, and must spend the equivalent of the last academic year (last 30 hours) at New College.

(4) A degree candidate must complete distributed requirements in six areas of concentration spread throughout the curriculum, these requirements amounting to 12 courses.

(5) A degree candidate must complete a minimum number of semester hours in the major (that number being stipulated under each major).

A student must fulfill the degree requirements set forth in the Catalog which is current when he or she first matriculates in the New College.

## Educational Program

The educational program leading to a degree is composed of three interrelated parts: a program of distributed requirements, a major program, and a program of elective hours. The last may include the choice of a second major or one or two minors.

## Distributed Requirements

The distributed requirements, totaling at least 36 hours, assist the student in developing a program of study which will be widely representative of liberal arts studies. With one exception (Area I) these courses

may be taken at any time during the student's years of attendance.

| *Area* | *Number of Courses (3 credit hours or more)* |
|---|---|
| I. Communication Skills I and II (*taken in freshman year)* | 2 |
| II. French, Spanish, Mathematics | 2 |
| *III. History, Philosophy or Religion | 2 |
| IV. Biology, Chemistry, Physics, Interdisciplinary Science I and II | 2 |
| *V. Economics, Political Science, Psychology, or Sociology | 2 |
| *VI. Art, Literature, Music | 2 |

*Courses to be chosen from two disciplines.

### Major Program

The purpose of a major is twofold: to give the student the opportunity to go far enough into a field to achieve some mastery of it; and to enable him or her to acquire knowledge, skills, and attitudes which may be helpful in a vocation.

### Minor Program

If a student chooses, it is possible to include one or two minors in an undergraduate program. The minor shall consists of a minimum of 18 hours in a department other than his or her major. The minor may be taken in any program so designated in the catalog. Minor programs must be approved by the advisor and the department concerned.

### Bachelor of Arts

A major for the Bachelor of Arts Degree shall consists of no fewer than 30 credit hours. No more than 40 hours in the major department shall be required for a major. A student may, however, at his own initiative take more than 40 hours in the major department. Specific requirements in the area of the major are stated in each department heading in the course descriptions.

### Bachelor of Business Administration

The Bachelor of Business Administration shall consist of a minimum of 51 credit hours in business administration and economics courses, 24 of which must be upper division work at New College. A minimum of 63 credit hours of courses other than business and economics must also be completed. Specific requirements for the major are stated under the department heading.

### Bachelor of General Studies

The Bachelor of General Studies is a flexible program designed to allow a student to structure a course of study to fit his or her own particular needs and circumstances.

The Bachelor of General Studies degree does not require the Distributed Requirements obligatory for the other bachelor's degrees.

Upon entering the program, the student will, with his or her faculty advisor's guidance, plan the appropriate course of study, subject to the final approval of the advisor's department, division chairman, and Dean of the New College.

The area of emphasis may or may not be one of the specific majors of-

fered in other degree programs. The elective hours chosen in consultation with the student's advisor will be determined by the individual emphasis.

### Bachelor of Science

A major for the Bachelor of Science shall consist of no fewer than 36 hours. Specific requirements for the major program are stated under the department heading.

### Elective Hours

Students must choose elective hours, in addition to distributed and major area requirements, to complete the hours required for graduation. Electives afford an opportunity to develop one or two minor programs, to study in fields which directly support the major program, and to gain knowledge in additional areas.

### Certificates

A certificate is awarded upon completion of a specifically designed sequence of courses that enable a student to become proficient in an area without completing a major or minor. Certificates may vary in the number of hours required.

# COURSES OF INSTRUCTION

## Course Listings

Course listings give general information concerning the Distributed Requirements and requirements of the major programs. These requirements should be carefully noted by students when deciding on a major. Descriptions for all elective courses not listed in this *Catalog* will be published prior to each term and will be attached to the proposed course schedule.

## Course Numbers

In general, courses numbered 100-299 are primarily for freshmen and sophomores; those numbered 300-499 are primarily for juniors and seniors. In specific cases, however, the individual student's ability and background rather than his or her class standing will determine the appropriate level of work.

Double numbers separated by a comma (e.g. 301, 302) indicate that the completion of both courses forms a desirable unit. Occasionally the first course is a prerequisite to the second.

## Course Changes

New College at Queens reserves the right to change the course offerings and instructors indicated in this catalog without prior notice to persons who may thereby be affected. Every effort is made to help a student affected by a course change.

# Distributed Requirements

Every candidate must complete 36 hours of distributed requirements to assist the student in developing a program of study which will be widely representative of the liberal arts.

## Area I Communication Skills (2 courses)

**Eng 101 Communications Skills I**

*3 Hrs.*

This course will emphasize the development of the student's critical standards, and will stress the ability to use research techniques. Some reading will be done to provide thematic content to the course.

**Eng 102 Communications Skills II**

*3 Hrs.*

Course designed to help freshmen to write, read, and speak clearly. Part of the semester will be devoted primarily to speech. The rest of the semester will be devoted to teaching the student how to organize and write an effective short essay. Reading material will be used to stimulate the students' critical insights and to provide thematic content.

*Prerequisite:* English 101.

## Area II Mathematics, French, Spanish

**Two math courses or 2 courses in a foreign language are required.**

**Math 99 Mathmatics Workshop**

*0 Hrs.*

A review course for improving mathematic skills.

**Math 101 College Algebra & Trigonometry**

*3 Hrs.*

Sets, equations, and inequalities; mathematical induction; relations, functions and their graphs; trigonometric functions.

**Math 105 Finite Mathematics**

*3 Hrs.*

Statements, connectives, truth-tables and valid arguments; sets and their relation to statements; partitions and counting problems; probability and matrices.

**Math 113 Calculus I**

*3 Hrs.*

An integrated treatment of analytic geometry and limits, continuity of functions, introduction to differentiation and integration with applications to extreme values and curve sketching.

*Prerequisite:* Mathematics 101 or the equivalent.

**Math 114 Calculus II**

*3 Hrs.*

Continuation of basic integration with applications, elementary transcendental functions, techniques of integration (of functions of one variable), Taylor's theorem, L'Hopital's rule, improper integrals and infinite series.

*Prerequisite:* Mathematics 113.

**Math 206 Statistical Methods**

*3 Hrs.*

Introduction to the concept of statistical inference with emphasis on applications using the normal, t, chi-square, and F distributions. Primarily for persons concentrating in the behavorial or social sciences.

*Prerequisite:* Mathematics 101 or 105 or 113.

**Math 213 Calculus III**

*3 Hrs.*

Vector algebra, curves and vectors in the plane and in three demensions, solid analytical geometry, polar and spherical coordinates, partial derivatives.

*Prerequisite:* Mathematics 114.

**Math 214 Calculus IV**

*3 Hrs.*

Maxima and minima with two or three variables, multiple integrals, line integrals, Green's theorem.

*Prerequisite:* Mathematics 213.

**Math 303 Linear Algebra**

*3 Hrs.*

Coordinate geometry; vectors and three-dimensional geometry; matrices and determinants; linear transformations.

*Prerequisite:* Mathematics 113.

**Math 306 Statistical Inference**

*3 Hrs.*

Study of the relation of sample to population with the consideration of statistical problems such as testing of hypotheses, estimation, and experimental design.

*Prerequisite:* Mathematics 114

**Math 409 Numerical Anlalysis**

*3 Hrs.*

Roots of algbebraic and transcendental equations; difference calculus and interpolation; matrix inversion and eigen-value problems for differential equations.

*Prerequisite: Mathematics 214; may be taken concurrently.*

**French 101, 102 Elementary French**

*3 Hrs., 3 Hrs.*

Presentation of the basic structure of the language; first term emphasis on the spoken language; second term, the use of the written language for communication and comprehension. French 101 may fulfill distributed requirements, Area II, upon satisfactory completion of French 102.

**Spanish 101, 102 Elementary Spanish**

*3 Hrs., 3 Hrs.*

Presentation of basic grammatical structure with emphasis on correct oral and written use of the language; introduction to the Hispanic civilization. Spanish 101 may fulfill distributed requirements, Area II, upon satisfactory completion of Spanish 102.

## *Area III History, Philosophy, or Religion (2 courses)

**History 101 World Civilization to 1650**

*3 Hrs.*

A survey of the history of civilizations from the ancient world to the European crises of the seventeenth century, with emphasis upon the political, social, and intellectual development of Western civilization.

**History 102 World Civilization Since 1650**

*3 Hrs.*

A survey of the history of civilization from the end of the religious wars and the emergence of the great European powers to the crises of the twentieth century and nuclear age, with emphasis generally upon the political, social, and intellectual development of Western civilization.

**History 203 The United States to 1877**

*3 Hrs.*

Rise of an American tradition; establishment of a nation; economic and social developments; expansion and sectional controversy; war and reconstruction.

**History 204 The United States Since 1877**

*3 Hrs.*

Settling the West; the triumph of business; reform movements and foreign affairs; the New Deal era; the Cold War era.

**Phil 203 Introduction to Philosophy**

*3 Hrs.*

Introductory study of the perennial questions of philosophy and the various methods by which philosophy has tried to answer them.

**Phil 204 Philosophy of Religion**

*3 Hrs.*

Introductory study of some of the major areas of concern related to religious experience and values; development of a critical understanding of the nature of religion and such beliefs as God, freedom, evil, and the nature of man; and the relationship of religion to other human values.

**Phil 205 Elementary Logic**

*3 Hrs.*

A study of deductive logic in its development from traditional Aristotelian logic to contemporary symbolic logic. Emphasis on learning valid reasoning procedures, the fallacies of language, and problem solving using the terms of symbolic logic. Methods and fallacies of scientific method and inductive reasoning also discussed.

**Phil 207 Ethics**

*3 Hrs.*

Study of the theories and writers in moral philosophy; practical questions considered in the context of major questions of good, duty, right; consideration of problems in social ethics; and the critical analysis of contemporary moral problems.

**Rel 103 Introduction to the Study of Religion**

*3 Hrs.*

Development of awareness of the nature of religion, of some basic religious issues, and of methods for studying religion through the reading of selected works.

**Rel 205 The Old Testament**

*3 Hrs.*

Introduction to the nature of the biblical writings and to methods of Bible study. The history, literature, and faith of the people in Israel as seen in the Old Testament.

**Rel 206 The New Testament**

*3 Hrs.*

The history, literature, and faith of the early Christian community as seen in the New Testament.

Students intending to take six hours in the Bible should enroll in 205 prior to 206.

## Area IV Natural Sciences (2 courses)

**Bio 103 Principles of Biology**

*4 Hrs.*

An introduction to the principles underlying the activities of living organisms; origin of life; molecular biology; cell structure and function; heredity. Laboratory emphasizes the scientific method.

Three hours lecture and three hours laboratory a week.

*Prerequisite:* High School Chemistry or Chemistry 101.

**Bio 104 Plant Biology**

*4 Hrs.*

Morphological survey of the plant kingdom; study of life cycles emphasizing evolutionary changes; consideration of economic aspects.

Three hours lecture and three hours laboratory a week.

*No Prerequisite*

**Bio 106 Animal Biology**

*4 Hrs.*

Survey of the animal kingdom; study of the organization and activities of animals with emphasis on man; the evolution of animal life.

Three hours lecture and three hours laboratory a week.

*No Prerequisite*

**Env. Sci. 101, 102 Environmental Science**

*3, 3 Hrs.*

A study of the environmental issues confronting our present society; energy, population, pollution, natural resources, food production, materials production, waste disposal, transportation. Certain scientific principles are considered to the extent necessary for a basic understanding of the environmental problems, and some attention is given to the role of science in the development of and attempted solutions to these problems.

Major topics included in Environmental Science 101 are the earth and its place in the universe, the generation of electric energy, air pollution, thermal pollution, radioactive wastes and their disposal. Topics in Environmental Science 102 include land use, food production, population, water pollution, food additives, the urban and suburban environment, solid wastes, noise pollution, transportation.

These courses are intended primarily for non-science majors. They will be taught by a team of instructors selected from the biology, chemistry, and physics departments. Environmental Science 101, 12 will fulfill the Area IV Distributed Requirements.

*Prerequisite:* Environmental Science 101 or a college level physical science course is prerequisite to Environmental Science 102.

Three hours lecture, two hours laboratory a week.

### Physics 101, 102 General Physics

*4, 4 Hrs.*

Beginning course in physics covering the fundamental principles of mechanics, heat, sound, light, electricity and magnetism, and atomic physics.

*Prerequisite:* Elementary algebra and plane geometry; Physics 101 is prerequisite to Physics 102.

Three hours lecture and three hours laboratory each week.

## *Area V Economics, Sociology, Political Science or Psychology (2 courses)

### Econ 203 Principles of Macroeconomics

*3 Hrs.*

Introductory survey of aggregate economic principles; the scope and method of economics; business organizations; money and prices; national income theory; economic stabilization policies and international trade.

### Econ 204 Principles of Microeconomics

*3 hrs.*

Survey of economic principles, dealing with specific components of the economy and their application to economic problems; basic demand and supply theory; the theory of production and income distribution; agriculture, government regulation, and labor organizations.

*Prerequisite:* Econ 203

### Pol Sci 100 Introduction to Political Science

*3 Hrs.*

An introduction to basic concepts describing political activity, to the language and different approaches used in political science, and to the subfields of the discipline with emphasis upon comparative politics, international politics, empirical and normative political theory, public administration, and law and judicial behavior.

### Pol Sci 201 American Politics

*3 Hrs.*

Political institutions and behavior; introduction to the Presidency, Congress, Supreme Court; political parties and pressure groups as actors in politics; conservatism and liberalism as motivating philosophies.

### Soc 203 Principles of Sociology

*3 Hrs.*

Basic concepts and principles of sociology; relationships and meaning of culture, society, personality, and inter-action; analysis of group structure and social organizaton.

### Psych 201 General Psychology

*3 Hrs.*

Survey of the field of psychology emphasizing the results of scientific investigations in the area of behavior.

## *Area VI Art, Literature, or Music (2 courses)

### Art 101 Introduction to Art

*3 Hrs.*

Designed for the student with no experience who wishes to gain some understanding of fundamental concepts necessary for the visualization of an idea. Involves aspects of lecture and studio procedure. Concepts of line,value, form, structure, space and color will be introduced through periodic slide presentations. Exploration of such media as pencil, pen and ink, charcoal and acrylic paint. Subject matter: still-life and landscape.

### Eng 201 Introduction to Literature

*3 Hrs.*

Selected American, English, and European fiction, and drama; interpretive reading and writing based on literature; class discussions, individual conferences, and short papers. Course is prerequisite to all English courses numbered 300 and above, except in certain cases, with approval of instructor.

### Eng 217 Backgrounds to Western Literature

*3 Hrs.*

A study of the classical and biblical backgrounds which figure so importantly in the development of the Western literary tradition. While some consideration will be given to the historical and philosophic nature of the works studies, the emphasis will be on the works as great literature. Included will be a study of the Bible, Greek drama, the Homeric epic, and Aristotles' Poetics.

Open to freshmen, sophomores, and students not concentrating in English, as well as students concentrating in English.

**Music 100 Introduction to Music**

*3 Hrs.*

Study of the basic materials of music, survey of the important composers and examination of selected masterpieces with reference to cultural background; technical knowledge of music not necessary for enrollment.

**Music 207 Music in America**

*3 Hrs.*

A survey of music and musical practices in the United States from colonial times to the present, with particular emphasis on those inherent qualities which have permeated America's serious and popular music over the past three centuries. No musical background necessary.

***Courses must be chosen from two different disciplines**

# Business and Economics

The Division of Business Administration and Economics provides the broad education and understanding essential for responsible administrative, research, and technical careers in business and government. To insure such an education for its students, the division requires that undergraduate majors take over 50 percent of their work outside the division. Within the division, professional courses treat subjects affecting firms and organizations and their responsibilities to the owners, employees, customers, and society in general.

### Business Administration

Courses offered in the Department of Business Administration provide for the study of principles which govern business practices and procedures.

### Careers

A major in business administration prepares the student for a career in banking, commerce, industry, and government; and for graduate study in accounting, finance, management, marketing, or related professional fields.

## Bachelor of Arts (B.A.) Degree

The B.A. degree is offered primarily for (a) those students who desire to double major at Queens, (b) transfer students who have completed a significant portion of their undergraduate program elsewhere, or (c) individuals holding a baccalaureate degree who desire a second baccalaurate degree with a business administration major.

To earn the B.A. degree with a major in business administration, a student must take at least 36 credit hours in business administration courses, 18 hours of which must be upper division work on this campus.

Requirements for the B.A. (Business Administration Major): Computer Science 101; Mathematics 101 or 105 or 113, and 206; Economics 203 and 204; Business Administration 207, 208, 305, 320, 321, 322, 324, 328, 340, 360, 421, and 485.

## Bachelor of Business Administration (B.B.A.) Degree

To earn the B.B.A. degree, a student must (a) take at least 51 credit hours in business administration and economics courses, 24 credit hours of which must be upper division work on this campus, and (b) take at least 63 credit hours of courses other than business administration and economics.

Bachelor of Business Administration degree candidates may major in business administration by formally declaring business administration as their major, preferably in the freshman year.

Requirements for the B.B.A. (Business Administration Major): Computer Science 101; Mathematics 101 or 105 or 113, and 206; Economics 203 and 204; Business Administration 207, 208, 305, 320, 321, 322, 324, 328, 340, 360, 420, 421, 485, and two 300-level (or above) business electives.

## Business Administration Minor

A minor in business administration consists of the following courses: Economics 203 and 204; Business Administration 207, 208, 305, 321, 340, and 360.

## Distributed Requirements and Other Suggested Courses

The Distributed Requirements for Area II may be met by Mathematics 206 and one additional mathematics course. The requirement for Area V may be met by Economics 203 or 204, and one of the following courses: Political Science 101 or 201, Psychology 201, or Sociology 203.

Other suggested courses include Computer Science 112, 211, 305, 330, and 434; Mathematics 101 or 105, and 113; Psychology 201, 303, and 311; Political Science 202 and 324; Sociology 203, 325, and 340.

## Business Administration

### 115 Introduction to Business

*3 Hrs.*

An introduction to each of the principal areas of the business curriculum: Accounting, Finance, Management, and Marketing, as well as the role of business in American society and the nature of the private enterprise system.

### 207 Financial Accounting I

*3 Hrs.*

An introduction to financial accounting principles. Topics to be covered include recording of transactions, preparation of various journals, posting of ledgers, and preparation of income statements and balance sheets.

### 208 Financial Accounting II

*3 Hrs.*

An introduction to the theory, methods, and uses of accounting information in solving business problems. Topics include accounting for partnerships, corporations and income taxes.

*Prerequisite:* Business Administration 207.

### 230 Entrepreneurial Ventures

*3 Hrs.*

A study of the methods used to determine the feasilibity of successfully establishing a company in a specific industry or market. Financial, marketing, organizational, competitive, governmental, and demand factors will be analyzed. Each student will prepare a feasibility study for a new venture.

### 231 Establishing an Entrepreneurial Venture

*3 Hrs.*

Focuses on business plan development for entrepreneurial ventures. Topics covered include attracting seed and growth capital from venture capitalists, investment or commercial banks, or government sources; alternative organizational forms; and legal and tax considerations. Each student will prepare a business plan for establishing a new company.

*Prerequisite:* Business Administration 230.

### 232 Managing Entrepreneurial Ventures for Growth

*3 Hrs.*

A study of the techniques used to manage a company which is planning for growth or which has experienced growth. The basic areas of marketing, operations, personnel, finance/accounting, and legal considerations will be analyzed with special attention given to the external market and competitive environments.

*Prerequisites:* Business Administration 230 and 231.

### 305 Business Law I

*3 Hrs.*

An introduction to law with an emphasis on the legal rights and duties of the individual engaged in business. Topics to be covered include contracts, sales, personal property, and bailments.

*Prerequisite:* Sophomore standing.

### 307 Intermediate Accounting I

*3 Hrs.*

A study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to cash, receivables, inventories, plant, and equipment.

*Prerequisites:* Business Administration 207 and 208.

### 308 Intermediate Accounting II

*3 Hrs.*

A continuation of the study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to liabilities, leases, pensions, equity, income taxes, earnings per share, and changing prices.

*Prerequisite:* Business Administration 307.

### 311 Cost Accounting

*3 Hrs.*

A study of cost account systems including problems of cost determination. The course will emphasize the development of techniques for use in managerial decision making such as standard costs and budgeting. Other topics include cost-benefit analysis, break-even analysis, and capital budgeting.

*Prerequisite:* Business Administration 207 and 208.

### 313 Auditing

*3 Hrs.*

A study of auditing standards as they relate to internal, external, and public sector auditing. Topics to be covered include auditing theory and ethics, responsibilities and legal liability, audit evidence, audit method, and the audit report.

*Prerequisite:* Business Administration 207 and 208.

### 315 Business Law II

*3 Hrs.*

A continuation of the study of law as it impacts the individual engaged in business. Topics include agency, partnerships, corporations, real property, and government regulation of business.

*Prerequisite:* Business Administration 305.

### 316 Federal Taxation

*3 Hrs.*

A comprehensive study of the federal tax system. Topics include income, deductions, credits, and exclusions.

*Prerequisites:* Business Administration 207 and 208.

### 317 Advanced Accounting

*3 Hrs.*

An advanced study of financial accounting theory and application. Topics include external reporting, consolidations, partnerships, governmental accounting, and fiduciary accounting.

*Prerequisite:* Business Administration 308.

### 320 Business Ethics

*3 Hrs.*

Analysis of business policies and practices with respect to their social impact; patterns of governmental regulations; political activities of trade associations and other special-interest groups; the relationship between public policy and the growth of corporate enterprise; and the social responsibilities of business management.

### 321 Production/Operations Management

*3 Hrs.*

The management process applied to the design and operation of a production system, with production viewed as a function of the business rather than strictly a manufacturing activity. Topics include the planning, organizing, and controlling functions of management; forecasting, facility location and layout; job design and scheduling; quality control and inventory control.

### 322 Quantitative Methods with Computer Applications

*3 Hrs.*

An introduction to practical quantitative techniques that can be successfully applied to management problems. Techniques covered include decision trees, linear programming, inventory models, simulation, and network models. While most of these techniques are available in various computer software packages and the computer will be used to some degree, the emphasis in this course is on developing a basic understanding of the concepts and techniques themselves.

*Prerequisites:* Mathematics 206, Computer Science 101 or permission of the instructor.

*Note:* Students may take this course as Computer Science 322.

### 324 Report Formulation and Presentation

*3 Hrs.*

Basic techniques of business research; report preparation and presentaiton, both written and oral. Emphasis on organization, clarity, brevity, style, and use of visual aids.

### 326 Systems Analysis, Design, and Implementation

*3 Hrs.*

Developing systems to meet the needs of an organization, training managers in design capabilities and limitations of information systems, beginning training for professional systems analysts, and providing techniques for facilitating the implementation process.

*Prerequisites:* Computer Science 101, or permission of the instructor.

*Note:* Students may take this course as Computer Science 326.

### 328 Information Processing Systems for Management

*3 Hrs.*

This course provides students with a basic understanding of information processing systems for management. The primary focus of the course is on the development and administration of information systems and on computer applications, with only a brief overview of hardware, software, peripherals and communications.

*Note:* Students may elect to take both Business Administration/Computer Science 326, Systems Analysis, Design and Implementation, and Business Administration/Computer Science 434, Management Information Systems, in lieu of Business Administration 328, Information Processing Systems for Management. Students who have taken 326 and 434 may not take 328 for credit.

### 331 Personnel Administration

*3 Hrs.*

A study of the personnel function in the organization. Topics covered include job design, staffing, performance appraisal, training and development, compensation, and collective bargaining. Current topics in the law (OSHA, Fair Employment Regulations, etc.) which affect the personnel function are considered.

*Prerequisite:* Business Administration 321 or 314 or 333.

### 332 Complex Organizations

*3 Hrs.*

Analysis of the nature and types of complex organizations and their significance in modern life and societies. Designed to acquaint the student with the concepts, theories, and research methods appropriate to organizational sociology. Particular attention is given to the consequences of differential structures for human behavior.

*Note:* Students may take this course as Sociology 332.

### 333 Principles of Management

*3 Hrs.*

A basic survey of management theory with emphasis on the functional and task requirements of management, and behavioral considerations. Specific topics include the planning, organizing, and controlling functions of management; contemporary models of organizational design; motivation and performance; and group behavior and influence processes.

Students who have taken BA 314 may *not* take BA 333 for credit.

### 340 Marketing

*3 Hrs.*

A study of the interrelationship between marketing functions and the other primary functions of firms or organizations. An analytical survey is made of the problems of product planning, pricing, promotion, channels of distribution, and legislation affecting marketing activities as related to the satisfaction of the individual consumer and societal wants and needs.

### 351 Consumer Behavior

*3 Hrs.*

An overall view of some of the basic perspectives of consumer behavior. An interdisciplinary approach will be stressed including the fields of economics, psychology, sociology, and anthropology, as related to marketing. Emphasis is placed on the fundamental processes of motivation, perception, and learning, as well as analysis of individual and group influences as related to the marketing of goods and services.

*Prerequisite:* Business Administration 340.

### 353 Promotion Management

*3 Hrs.*

A study of the promotion activities of personal selling, advertising, public relations/publicity, and sales promotion as part of overall marketing strategies and budgets.

*Prerequisite:* Business Administration 340.

### 360 Corporate Finance

*3 Hrs.*

Introduction to basic concepts, principles, and analytical techniques of financial management. Emphasis on planning and managing assets. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, current asset management, elementary capital budgeting and cost of capital, the nature of long-term sources of funds, analysis of risks in financial decisions involving alternative investment options, mergers and acquisitions, problems in valuation, dividend policy, financial leverage, and determination of optimal capital structure.

*Prerequisites:* Business Administration 207 and 208, Economics 203 and 204, and Mathematics 206.

### 372 Personal Financial Management

*3 Hrs.*

A study of the management of personal and family affairs. Includes income and expenditure planning, credit and borrowing, personal savings, taxes, insurance, social security, investing, and retirement and estate planning.

### 420 Comparative International Business Practices

Survey and analysis of similarities and differences in management and business practices in selected countries drawn from diverse parts of the world. Evaluation of socio-economic, political, legal, educational, and cultural factors on managerial decision making and business practices in specific environments. Some use of case analysis.

*Prerequisites:* Economics 203 and 204, Business Administration 321 or 314 or 333, and 340.

### 421 Organizational Behavior

*3 Hrs.*

An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between the individual, informal and formal groups; group formation, cohesiveness, conformity, norms; interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance.

*Prerequities:* Business Administration 321 or 314 or 333.

### 432 The Entrepreneurial Enterprise

*3 Hrs.*

A study of the characteristics which distinguish an entrepreneurial enterprise from the concepts of the small business and the large firm. Present and past case histories will be used to examine the risks and opportunities facing the entrepreneurial firm. The methods used to determine the feasibility of successfully establishing a company, and for developing a business plan for entrepreneurial ventures will be studied.

*Prerequisites:* Business Administration 321, 340 and 360, or permission of the instructor.

### 434 Management Information Systems

*3 Hrs.*

File organization and security with implementation in an appropriate language, data base management systems, management use of computers for data processing, planning and decision making.

*Prerequisite:* Business Administration 326.

*Note:* Students may take this course as Computer Science 434.

### 452 Marketing Management

*3 Hrs.*

A study of the marketing strategies used by management under a variety of circumstances and within a variety of business and organizational settings. The case analysis method is utilized.

*Prerequisite:* Business Administration 340.

### 453 Marketing Research

*3 Hrs.*

An introduction to the research and methods used in the marketing process. Areas given emphasis include sources of market data, sampling, surveys, interpretation of data, and the relationship of market research to the policies and functions of a business.

*Prerequisite:* Business Administration 340.

### 454 International Trade

*3 Hrs.*

A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems, and the commercial policies of foreign countries.

*Prerequisites:* Economics 203 and 204.

*Note:* Students may take this course as Economics 454.

### 470 Principles of Investment

*3 Hrs.*

A study of the economic and investment environment as it relates to security investment decisions. Introduction to the concepts and techniques relevant to the formulation of investment objectives, strategies and policies for individual and institutional investors. An elementary treatment of portfolio theory and the capital asset pricing model.

*Prerequisite:* Business 360.

### 472 Seminar in Financial Management

*3 Hrs.*

In-depth treatment of advanced problems in managerial finance. Topics include working captial management, capital budgeting, cost of capital, valuation, dividend policy, and long-term financial management. Extensive use of cases.

*Prerequisite:* Business Administration 360.

### 485 Business Policy

*3 Hrs.*

Designed to develop analytical skills in strategy formulation and implementation, and an integrated view of business operations. Provides a basic grasp of policy problems in a variety of business and governmental settings through the use of case studies.

*Prerequisites:* Economics 203 and 204; Business Administration 207, 208, 305, 320, 321, 322, 324, 326, 340, 360, 420 and 421, or permission of the instructor.

### 492 Current Topics

*3 Hrs.*

Course designed to investigate and/or evaluate current topics or specialized areas of business. Course topic is to be announced the semester preceding the offering.

*Prerequisite:* To be designated for each specific course offered.

### 495 Independent Research/Study

*1 to 3 Hrs.*

A program of directed readings or a research project. Requires approval of the supervising professor, the division chairman, and the Dean of New College. Open to business major seniors with a 3.000 GPA in the Business Major.

## Economics

### 203 Principles of Macroeconomics

*3 Hrs.*

Introductory survey of aggregate economic principles; the scope and method of economics; business organizatons; money and prices; national income theory; economic stabilization policies and international trade.

### 204 Principles of Microeconomics

*3 Hrs*

Survey of economic principles, dealing with specific components of the economy and their application to economic problems; basic demand and supply theory; the theory of production and income distribution; agriculture, government regulation, and labor organizations.

*Prerequisite:* Econ 203 or permission of the instructor.

### 300 Current Topics or Specialized Areas of Economics

*3 Hrs.*

Courses designed to investigate and/or evaluate current topics or specialized areas of economics. Course topics are announced the term preceding the offering.

*Prerequisites:* To be designated for each specific course offered.

### 345 Intermediate Microeconomic Theory

*3 Hrs.*

The study of resource allocation in the determination of optimum output and pricing by a firm. Emphasis includes utility production functions and the application of micro-economic theory given various market conditions.

*Prerequisite:* Economics 204.

### 350 Intermediate Macroeconomic Theory

*3 Hrs.*

The study of the measurement and composition of the Gross National Product, the factors determining its size and growth, and the policy measures by which Government can influence its size, composition, and development.

*Prerequisite:* Economics 345

### 351 Money and Credit

*3 Hrs.*

Study of the fundamental principles and practices of the money and credit systems of the United States: financial institutions; commercial banking; the Federal Reserve System; monetary theories and policy.

*Prerequisite:* Economics 203 and 204; Business 207 and 208.

### 360 Mathematical Economics

*3 Hrs.*

The study of economic processes using the tools of calculus to model economic phenomena.

*Prerequisites:* Economics 350; Mathematics 114.

### 454 International Trade

*3 Hrs.*

A study of international institutions, international trade theory, monetary relations, and policy issues. Topics covered include import and export practices, multinational corporations, tariff and trade restrictions, balance of payments and reserve currencies.

### 410 Econometrics

*3 Hrs.*

Mathematical modeling of economic phenomena.

*Prerequisite:* Economics 360

### 420 History of Economic Thought

*3 Hrs.*

The study of the development of economic thinking from the Renaissance to modern times, with attention to the historical background against which major economic thinkers worked and the impact of their ideas on public policy.

*Prerequisites:* Economics 203, 204.

# Computer Science

## Careers

Major study in computer science provides basic preparation leading to computer-related work in business and industry, research and consulting, teaching, and graduate study in computer science. For a description of the Queens College computer facilities see page 7.

## Major

Students may major in computer science by formally declaring their intention. The computer science major leads to a Bachelor of Science (B.S.) degree.

Requirements for the major: Computer Science 101, 102, 200, 240, 305, 330, 410, 430; three courses elected from the 300-400 level not including 322. Students majoring in this program are required to take Mathematics 113, 114, 213, 214, 303, 306, 409, and Physics 101, 102.

## Minor

A minor in computer science consists of two options:

(1) *Systems option,* with requirements of: CS 101, 102, 200, 305, 330, and nine hours from 200-300-400 level courses with at least one 400 level course. Mathematics 409 may be used as one of these electives.

(2) *Business option* with requirements of CS 101, 112, 211, 322, 330, 434 and six hours from 200-300-400 level courses.

## Business Information Systems Certificate

The Business Information Systems Certificate is designed for the person who needs expert working knowledge of computers in his or her work but not a computer science major or minor. Students may pursue certification in business information systems by formally declaring their intention with the New College office. Students must request certification following the completion of their last requirement.

Requirements for the certificate: Computer Science 101, 112, 211, 322, 326, 434; Math 101 or 105, and Math 206. A minimum of four of the computer science courses must be completed at Queens College with a cumulative quality point average of no less than 2.000 to qualify for certification.

### 101 Computer Programming I

*3 Hrs.*

Introduction to use of computer as a problem-solving tool. Pascal is the current implementation language used. Topics to be covered are computer organization, programming language details and programming techniques, and algorithm development.

### 102 Computer Programming II

*3 Hrs.*

Continue to develop the discipline of computers as a problem-solving tool. Pascal is the current implementation language used. Topics to be covered are structured programming concepts, debugging and testing, string processing, internal searching/sorting, and simple data structures.

*Prerequisite:* Computer Science 101

### 112 Introduction to Business Information Processing

*3 Hrs.*

Basic principles of business information processing and programming using Cobol of PL/1. Business case studies are designed to give one experience in both sequential and random access of files.

*Prerequisite:* Computer Science 101.

### 200 Introduction to Computer Systems

*3 Hrs.*

Objectives are to provide basic concepts of computer systems, introduce computer architecture, and to teach an assembly language.

Topics to be discussed are computer structure, number representation and arithmetic, machine language, addressing techniques, macros, file I/O, program segmentation and linkage, and assembler construction.

*Prerequisite:* Computer Science 102.

### 211 Fundamentals of Architecture and Software Systems

*3 Hrs.*

The basic concepts of computer architecture and assembly language, for the business person. Includes computer structure, number representation and arithmetic, machine and assembly language and addressing techniques.

*Prerequisite:* Computer Science 112.

### 240 Introduction to Computer Organization

*4 Hrs.*

Provides an understanding of physical components used in computer hardware. Topics to be discussed are basic logic design and computer architecture and continue the area of coding and number representation and arithmetic. Study of the architecture of a microcomputer. Course will include three hours of lecture and two lab hours per week.

*Prerequisite:* Computer Science 200 or consent of the instructor.

### 305 Introduction to File Processing

*3 Hrs.*

Emphasis will be given to basic concepts and techniques of structuring data on bulk storage devices, sequential and random access files, and algorithms and techniques of file manipulation.

*Prerequisite:* Computer Science 102 or 112 or permission of the instructor.

### 322 Quantitative Methods with Computer Applications

*3 Hrs.*

Mathematical techniques for practical usage—PERT, production scheduling, linear programming, regression analysis, quality control statistics,and other accounting information—with computer applications.

*Prerequisites:* Mathematics 206 or 306; Computer Science 101 or 112 or permission of the instructor.

### 326 Systems Analysis, Design, and Implementation

*3 Hrs.*

Developing systems to meet needs of an organization, training managers in design capabilities and limitations of information systems, beginning training for professional systems analysts, providing techniques for facilitating implementation process.

*Prerequisite:* Computer Science 102 or 112 or permission of the instructor.

### 330 Data Structures

*3 Hrs.*

Review of primitive data representation, logic, elementary searching and sorting; data structures; arrays, linearly linked and multilinked lists, stacks, queues, graphs, binary trees; processing data structures, internal and external sorting, merging and searching; storage allocation, garbage collection and compaction.

*Prerequisite:* Computer Science 305.

### 400 Computers and Society

*3 Hrs.*

A brief history of computers, survey of growth of applications and current social issues to include legal issues as they relate to businesses and the individual.

*Prerequisite:* Junior Standing.

### 410 Comparative Languages

*3 Hrs.*

Introduction to formal language and automatic concepts; review of basic data types and structures; control structures and data flow; implementation of these in several languages. (APL, ALGOL, SNOBOL4, PL/1, LISP)

*Prerequisite:* Computer Science 330.

### 430 Operating Systems

*3 Hrs.*

Introduction to the role of software organization in general computer systems. Problems, techniques, and concepts in multi-access, multiprogram, and multiprocess systems.

*Prerequisite:* Computer Science 240.

### 434 Management Information Systems

*3 Hrs.*

File organization and security with implemen tation in an appropriate language, database management systems, management use of computers for data processing, planning and decision making.

*Prerequisite:* Computer Science 102 or 326.

### 450 Independent Studies in Computer Science

*1-4 Hrs.*

Research projects in the area of the student's interest; written report will be required. May

be taken more than once, but total credits may not exceed four hours.

*Prerequisite:* Open to advanced students by permission of the instructor.

**460 Systems Simulation**

*3 Hrs.*

Introduction to simulation and comparison with other techniques. Discrete models and queuing theory. Introduction to simscript as a simulation language.

*Prerequisites:* Computer Science 330 and Mathematics 206 or 306.

**490 Computer Science Professional Internship**

*3 Hrs.*

Practical experience under supervision in the field of computer science.

*Prerequisites:* At least 21 hours in computer science and permission of the department.

# English

Courses in the department include composition, literature, speech, film, dramatic arts, and journalism. Students are encouraged to take courses in all these areas, but courses in speech, film, dramatic arts (unless specified), and communications do not count towards a regular major in English. Initial courses train the student to perceive and evaluate the form, structure, and inner dynamics of any literary work. Advanced courses focus on specialized areas of relevance and are designed to give the student an awareness of ways in which other disciplines can contribute to a fuller understanding of literature.

### Careers

Study of literature and composition affords preparation for professional schools in law and teaching. In addition, students majoring in this department find their training applicable to editing, newspaper and television journalism, copywriting for publishers and advertising agencies. When combined with study in communications, economics and business, careers may be planned for public relations and personnel work. Career opportunities also exist in films, theatre, and many phases of creative writing.

### Major

The requirements for the English major are as follows: Core courses: 201, 301, 302, 331, 332, 460; plus any two of the following: 309, 313, 318, 320; plus any two of the following: 322, 325, 326, 327; plus any two upper-level English courses. A total of 36 hours in English is required.

The following courses in Dramatic Art will be accepted: 303, 304, 327, 336. Major advisers will consult with students in career and graduate school preparation, and in planning tailored programs in communications, journalism, teaching, and drama. Advanced placement will allow exemption from 201.

### Minor

Non-English majors may follow a program leading to a minor in English.

The requirements for the minor in English are as follows: English 201, 301, and 302 are required. English 460 is recommended as part of the remaining 12 hours, nine of which must be at the 300 level or above.

### Distributed Requirements

The requirement for Area I is met by English 101 and 102, to be taken in Terms I and II of the freshman year. The requirement for Area VI in literature may be met by English 201 or 217, or by any literature course numbered 300 or above in the foreign language department. English majors may not use English courses to fulfill Area VI distributed requirements.

### Prerequisites

English 101, 102 and 201 are prerequisite to all English courses numbered 300 or above.

Special consideration will be given, in certain cases, to non-English majors who desire to take courses numbered 300 or above.

#### 101 Communications Skills I

*3 Hrs.*

This course will emphasize the development of the student's critical standards, and will stress the ability to use research techniques. Some

reading will be done to provide thematic content to the course.

### 102 Communications Skills II

*3 Hrs.*

Course designed to help freshmen to write, read, and speak clearly. Part of the semester will be devoted primarily to speech. The rest of the semester will be devoted to teaching the student how to organize and write an effective short essay. Reading material will be used to stimulate the student's critical insights and to provide thematic content.

*Prerequisites:* English 101.

### 109 Business English

*3 Hrs.*

Basic review of mechanics and composition skills. Some attention to oral as well as written communication. Letter writing and introduction to technical writing.

No credit toward English major or distributed requirements.

### 201 Introduction to Literature

*3 Hrs.*

Selected American, English, and European fiction and drama; interpretive reading and writing based on literature; class discussions, individual conferences, and short papers. Course is prerequisite to all English courses numbered 300 and above, except in certain cases, with approval of instructor.

### 202 Women in Literature

*3 Hrs.*

Organized around female stereotypes and archetypes, this study of images of women in literature makes use of reading selections from nineteenth and twentieth century authors illustrating both positive and negative views of women as wives, mothers, sex objects, seductress-goddesses, spinsters and liberated persons.

### 217 Backgrounds to Western Literature

*3 hrs.*

A study of the classical and biblical backgrounds which figure so importantly in the development of the Western literary tradition. While some consideration will be given to the historical and philosophic nature of the works studied, the emphasis will be on the works as great literature. Included will be a study of the Bible, Greek drama, the Homeric epic, and Aristotle's Poetics.

Open to freshmen, sophomores, and students not concentrating in English, as well as students concentrating in English.

### 301, 302 Literary History of England

*3 Hrs., 3 Hrs.*

Historical and critical exploration of the major periods, forms, and attitudes of English literature from Beowulf to the present. Continuities and discontinuities of central developments of English literature will be discussed through texts. Literary examination and judgement as well as writing skills will be stressed.

For sophomores and juniors; 301, 302 need not be taken before other 300 numbered courses, but can be taken simultaneously or later.

### 303 Major Figures in World Drama: Ancient Greece to the Renaissance

*3 Hrs.*

Survey of dramatic literature from the Renaissance to the time of Ibsen with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period.

*Note:* Students may elect this course as Dramatic Art and Speech 304.

### 308 Creative Writing

*3 Hrs.*

Practice in writing and in criticism of the essay, short story, and poem in view of a final piece of sustained, related work, for students with interest in and aptitude for composition.

Admission by permission of instructor.

### 309 Chaucer and Medieval Literature

*3 Hrs.*

Readings in medieval English literature with emphasis on Chaucer, the Arthurian romance, and the medieval drama.

### 312 The Renaissance

*3 Hrs.*

Exploration of the major attitudes, forms, and techniques of Renaissance literature with an emphasis on England. Broad connections with related developments in Renaissance art, history, and government will also be examined.

### 313 Shakespeare

*3 Hrs.*

Representative comedies, histories, tragedies, and romances with emphasis on Shakespeare's development as a dramatic artist.

### 318 The Seventeenth Century

*3 Hrs.*

Study of poetry, drama, and prose with emphasis on Jonson, Donne and the Metaphysicals, and Milton.

### 320 Literature of the Restoration and the Eighteenth Century

*3 Hrs.*

A study of neo-classical literature, from the Restoration through Pope and the Augustans to the pre-romantics.

### 322 The Romantics

*3 Hrs.*

Representative major poetical works of early and late Romantic authors. Key prose documents in the rise and development of Romanticism will also be examined.

### 324 The Victorian Age

*3 Hrs.*

Consideration of the major themes and concerns of novelists, poets, and prose writers of the Age of Victoria; emphasis on works of Tennyson, Carlyle, and other important figures.

### 325 The Novel

*3 hrs.*

Development of the novel as a literary form using selected works of English fiction from the 18th century to the present.

### 326 Modern British Literature

*3 Hrs.*

Examination of modern British literature from the turn of the century to the 1950's. Emphasis on the works of Joyce, Yeats, Shaw, and the Bloomsbury Group. Central themes and technical innovations in 20th century poetry, fiction, and drama will be explored.

### 327 Modern Drama

*3 Hrs.*

Study of world drama from the realism of Ibsen through naturalism, expressionism, and symbolism to the current avant-garde theatre.

*Note:* Students may elect this course as Dramatic Art and Speech 327.

### 328 Modern American and English Poets

*3 Hrs.*

Development of modern poetry from its post-Victorian beginnings to the present; emphasis on Frost, Eliot, Yeats, and Stevens.

### 329 Identity Conflicts in Modern American Literature

*3 Hrs.*

Study of conflict between identity in a minority group and identity as an American.

### 331 American Literature to 1900

*3 Hrs.*

Study of the particular properties and the major movements of American literature as seen in the works of major writers to 1900.

### 332 American Literature Since 1900

*3 Hrs.*

Study of the particular properties and the major movements of American literature as seen in the works of major writers since 1900.

### 333 Southern Literature

*3 Hrs.*

Study of the growth and development of the literature of the American South. The course will emphasize unique regional qualities of subject, theme, and sytle.

### 334 Studies in Linguistics

*3 Hrs.*

Studies of the main tenets of structural linguistics and transformational grammar with some attention to the relation between linguistic theories and older theories about language.

### 336 Tragedy

*3 Hrs.*

Exploration of various possibilities of defining tragedy in terms of the protagonist, a plot, an effect upon the audience, an attitude tword life, or others.

*Note:* Students may elect this course as Dramatic Art and Speech 336.

### 341 Spanish Literary Classics

*3 Hrs.*

Important literary works from various periods chosen for their importance and influence or reflection on world literature.

All course work conducted in English.

*Note:* Students may elect this course as Spanish 341.

### 342 French Literary Classics

*3 Hrs.*

Consideration of major literary works from various periods chosen for their value as contributions to world literature.

All course work conducted in English.

*Note:* Students may elect this course as French 343.

### 345 Spanish Drama of the Golden Age

*3 Hrs.*

Literary background of the Golden Age; reading and evaluation of drama.

All course work conducted in English.

*Note:* Students may elect this course as Spanish 423.

### 348 Cervantes

*3 Hrs.*

Study of works of Cervantes, with emphasis on *Don Quixote* and the *Novales Ejemplares.*

All course work conducted in English.

*Note:* Students may elect this course as Spanish 448.

### 351 Special Studies in English Literature

*3 Hrs.*

Intensive consideration of a single problem in English literature. The topic for the course will vary from term to term and may range from a consideration of the work of a major writer to a study of a single genre or intellectual movement.

May be taken twice with different subtitles.

### 352 Special Studies in American Literature

*3 Hrs.*

Intensive consideration of a single problem in American literature. The topic for the course will vary from term to term and may range from a consideration of the work of a major writer to a study of a single genre or intellectual movement.

May be taken twice with different subtitles.

### 354 Special Studies in World Literature

*3 Hrs.*

Intensive consideration of a single problem in world literature. The topic for the course will vary from term to term and may range from a consideration of the work of a major writer to a study of a single genre or intellectual movement. Primarily intended for short term courses.

May be taken twice with difference subtitles.

### 355 Existential Philosophy in Literature

*3 Hrs.*

An examination of the themes and ideas of contemporary existential thought as they are embodied in the literary works of authors such as Dostoyevsky, Kafka, Malraux, Sartre, Beckett, Ionesco, and others. The course involves an analysis of such ideas as the nature and destiny of man, the problems of freedom and evil, the notions of alienation and isolation, the idea of the "death of God," and the ontological significance of death and anxiety.

*Note:* Students may elect this course as Philosophy 310d.

### 449 Directed Readings in Composition or Literature

*1-3 Hrs.*

Independent investigation of a topic in composition or literature through a program of directed readings; oral examination conducted by the course supervisor and other members of the department upon invitation. Open to advanced students by permission of the department.

### 450 Independent Study in Composition or Literature

*2-4 Hrs.*

Independent investigation of a topic in composition or literature resulting in a research paper which is evaluated by two members of the department. Open to advanced students by permission of the department.

### 460 Studies in Literature and Criticism

*3 Hrs.*

Students will read works of literature and interpret them in the light of modern critical theories. Readings will include critical essays and selected works by major authors.

Seminar for seniors only.

## Dramatic Art and Speech

### 303 Major Figures in World Drama; Ancient Greece to the Renaissance

*3 hrs.*

Survey of dramatic literature from Ancient Greece to the Renaissance, with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period.

*Note:* Students may elect this course as English 303.

### 304 Major Figures in World Drama: Renaissance to Modern

*3 Hrs.*

Survey of dramatic literature from the Renaissance to the time of Ibsen with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period.

*Note:* Students may elect this course as English 304.

### 327 Modern Drama

*3 Hrs.*

Study of world drama from the realism of Ibsen through naturalism, expressionism, and symbolism to the current avant-garde theatre.

### 336 Tragedy

*3 Hrs.*

Explorations of various possibilities of defining tragedy; in terms of the protagonist, a plot, an effect upon the audience, an attitude towards life, or others.

## Communications (Journalism and Non-Print Media)

### 202 Introduction to Mass Communicatons

*3 Hrs.*

An historical survey of the mass media (newspapers, magazines, radio, television, motion pictures, etc.) including social, economic, political and popular-culture dimensions. The course also includes a study of who the mass media are used for public relations and advertising and an anlaysis of news reporting in the mass media. A research paper will be required.

# Psychology

The department emphasizes the development of an understanding of factors important in determining behavior. Introductory courses present basic psychological principles; upper level courses provide opportunities for further work in areas of special interest.

Independent study allows the student to design and carry out original research. Internships in community settings enable the student to make practical application of psychological principles.

## Careers

A major in psychology provides a basis for graduate study in areas of pyschology, education, social sciences, social work, and related fields as well as a foundation for careers in personnel, social work, mental health, and similar areas.

## Major

Requirements: Psychology 201, 205, 303, 306, 306L, 401, and at least 19 additional hours in the department as approved by the major advisor. Mathematics 101 or 105 is required for a major in psychology. Biology 112 and Philosophy 203 are recommended.

## Minor

Eighteen hours: Psychology 201; one course from Psychology 209, 308, 319; one course from Psychology 302, 303, 304; one course from Psychology 311, 314, 412; two courses from the entire departmental offerings. A student planning on minoring in psychology should check with a departmental member.

## Distributed Requirements

The requirement for Area V may be met by Psychology 201. Psychology majors may not use psychology courses to fulfill Area V distributed requirements.

## Prerequisite

Psychology 201 is prerequisite to all other psychology courses.

### 201 General Psychology

*3 Hrs.*

Survey of the field of psychology emphasizing the results of scientific investigations in the area of behavior.

### 205 Statistical Methods in Psychology

*3 Hrs.*

Elementary study of statistical methods used in behavioral research, including consideration of both descriptive and inferential statistics.

*Prerequisites:* Mathematics 101 or 105.

Open to all students majoring in psychology.

### 209 Child Psychology

*3 Hrs.*

Study of development processes from conception to puberty, with emphasis on theory, principles, and recent research.

### 302 Psychology of Personality

*3 Hrs.*

Survey of selected theories of personality, study of principles of personality development, and consideration of assessment techniques.

### 303 Social Psychology

*3 Hrs.*

Study of the behavior of the individual in society, including attitude formation and measurement, interpersonal perception, and the behavior of the individual in groups.

*Note:* Students may elect this course as Sociology 303.

### 303L Experimental Social Psychology

*1 Hr.*

Application of experimental methods to the problems of social psychology such as attitude change, conformity, and leadership. Special problems of research design and techniques

peculiar to the area of social psychology are considered.

*Prerequisite or Corequisite:* Psychology 303.

3 hours laboratory per week

### 304 Abnormal Psychology

*3 Hrs.*

Study of the deviant individual from both the dynamic and behavioral viewpoints. The diagnosis, etiology, treatment, and prevention of maladaptive behavior are considered.

### 306 Experimental Methods in Psychology

*3 Hrs.*

Application of experimental methods to problems in perception, learning, and social behavior. Principles of research, including experimental design, use of apparatus, and procedural and statistical control are considered.

*Prerequisites:* Psychology 205.

This course must be taken concurrently with Psychology 306L.

### 306L Laboratory in Experimental Psychology

*1 Hr.*

Study of techniques and procedures of psychological research, and conducting of experiments in learning, perception, sensory proceses, motivation, and social behavior.

*Prerequisites:* Psychology 205.

Three hours laboratory per week.

This course must be taken concurrently with Psychology 306.

### 308 The Exceptional Child

*3 Hrs.*

Study of the psychological problems of children who deviate from normative patterns of growth and development.

*Prerequisites:* Psychology 209 or permission of the instructor.

### 311 Psychological Tests

*3 Hrs.*

Introductory study of principles of test evaluation and interpretation and consideration of examples of the major types of psychological tests in reference to these principles.

### 314 Psychology of Learning

*3 Hrs.*

Survey of empirical findings on respondent and operant conditioning, and on human verbal learning, with consideration of research methods and design; critical examination of historical and contemporary learning theory.

### 315 Laboratory in Conditioning and Learning

*1 Hr.*

Conducting experiments in respondent and operant conditioning using both human and animal subjects, and in human verbal learning.

*Prerequisite or Corequisite:* Psychology 314. Three hours laboratory per week.

### 319 Psychology of Adolescence and Adulthood

*3 Hrs.*

Study of developmental processes from puberty to old age, with emphasis on theory, principles, and recent research.

### 351 Professional Internship in Psychological Services

*3 Hrs.*

Placement in a local agency for supervised experience in programs stressing psychological services. Possible service areas include mental health, mental retardation, juvenile delinquency, drug abuse, assessment, and psychological aspects of music therapy and art therapy. Evaluation of experiences and related readings in weekly seminars.

Admission by permission of instructor. May be repeated once. Credit received for the repetition may not be applied to a major in psychology.

### 352 Topics in Psychology

*3 Hrs.*

Intensive consideration of a problem in psychology. The topic for the course will vary from term to term.

*Prerequisites:* Sophomore status or above.

May be repeated with different subtitles.

### 401 Advanced General Psychology

*3 Hrs.*

Consideration of the major areas of psychology from classical positions through contemporary viewpoints.

### 412 Physiological Psychology

*3 Hrs.*

Introduction to the nervous system and internal environment and their effects upon behavior. Normal and abnormal conditions discussed with respect to sensation, learning, emotion, and motivation.

**413 Laboratory in Physiological Psychology**

*1 Hr.*

Conducting experiments and laboratory exercies in areas of physiological psychology, including neuroanatomy, endocrine functions, brain stimulation, and drug effects.

*Prerequisite or Corequisite:* Psychology 412.

Three hours laboratory per week.

**449, 450 Independent Research**

*1, 3 Hrs.*

Opportunity for independent investigation of topics by means of reading and/or experimentation. First term is devoted to formulating the problem, determining its method of investigation, and compiling a bibliography; second term, to collecting the data and writing a report.

*Prerequisites:* Permission of the department; also, Psychology 449 is prerequisite to Psychology 450.

**451 Seminar in Psychology**

*1, 2, or 3 Hrs.*

Seminar dealing with areas of psychology not covered in the regularly scheduled courses such as personnel psychology and behavior modification. Admission by permission of instructor.

**452 Directed Readings in Psychology**

*1, 2, or 3 Hrs.*

Independent investigation of a topic through a program of directed readings; oral examination conducted by department members.

Admission by permission of instructor.

May be repeated.

# Radiologic Technology

The Bachelor of Science degree with a major in Radiologic Technology will be granted upon successful completion of 90 credit hours of approved college work and certification in radiologic technology from any hospital school accredited by the American Registry of Radiologic Technologists and approved by the college. All New College degree requirements must be met. A minimum of 36 hours in courses numbered 300 and above is required. Thirty credit hours are assigned to professional courses carried in the school of radiologic technology; these constitute the major. All of these 30 credit hours shall be considered equivalent to 300-400 level courses. A student may not be admitted to candidacy for this degree until certified by the American Registry of Radiologic Technologists.

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*Assistant Professor of Physical Education 1973*
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*Assistant Professor of History 1983*
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*Lecturer in Mathematics 1982*
B.S., M.S., Georgia Southern College

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*Professor of Management and Education and President of the College 1978*
A.B., Georgetown College; M.A., University of Kentucky; Ed.D., Peabody College of Vanderbilt University; L.H.D., Eckerd College; L.H.D., University of Tampa

*Karen J. Zapata
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## Professors Emeriti

Thelma Albright
*Associate Professor Emeritus of English*
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Charles E. Brewer, Jr.
*Associate Professor Emeritus of Economics*
A.B., Princeton University

Roberta T.S. Chalmers
*Associate Professor Emeritus of English*
A.B., D. Litt, Mount Holyoke College; M.A., Radcliffe College; B. Litt., Oxford University (England); D.Litt., Kenyon College

Nancy Eagle Duncan
*Charles A. Dana Professor of Music, Emeritus*
B.S.M., University of North Carolina at Greensboro; M.A., University of North Carolina at Chapel Hill

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*Assistant Professor Emeritus of Home Economics*
B.S., M.A., Winthrop College

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*Professor Emeritus of Art 1953*
B.F.A., M.A., Ohio State University

Hughes B. Hoyle, Jr.
*Professor Emeritus of Mathematics*
A.B., M.A., Ph.D., University of North Carolina at Chapel Hill

Albert R. May
*Professor Emeritus of Music (Voice)*
Boston University of Music; Juilliard School of Music

Mildred Morse McEwen
*Professor Emeritus of Chemistry*
B.A., Queens College; A.B., M.A., Ph.D., University of North Carolina at Chapel Hill

Mildred L. Miscally
*Assistant Professor Emeritus of Journalism*
A.B., M.A., University of Georgia

Sarah McKee Nooe
*Professor Emeritus of Biology*
B.S., Meredith College; M.A., Columbia University

Caroline Gordon Richardson
*Assistant Professor of Foreign Languages (French)*
A.B., Winthrop College; M.A., University of South Carolina

George A. Shealy
*Professor Emeritus of Art*
Indiana University; Chicago Art Institute; Bell School of Art; Oxbow School of Painting

Mary Lee Taylor
*Associate Professor Emeritus of Religion*
A.B., Salem College; M.R.E., The Biblical Seminary, New York

Laura A. Tillett
*Professor Emeritus of English*
A.B., Duke University; M.A., Columbia University

# Business Advisory Council

The establishment of a Business Advisory Council was approved in the Spring of 1978. The purpose of the Council is to aid in strengthening, evaluating, and planning of the Business Administration programs at Queens College.

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# DEGREES CONFERRED 1983

## Bachelor of Arts

Charlotte Daggett Bauguss
*magna cum laude*

Jennell Sue Caldwell

Emily Theresa Montgomery

Edward Stephens Shaw

D.R. Stewart
*cum laude*

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